



THE CITY OF SAN DIEGO

City of San Diego
Development Services
 1222 First Ave., MS-302
 San Diego, CA 92101
www.sandiego.gov/development-services
 (619) 446-5000

Parcel Information Checklist

This checklist is an important tool that will assist you in determining the City of San Diego's planning, zoning, and/or building regulations that apply to your project. By evaluating this information prior to designing your project, you can avoid mistakes early in the process, save time, and reduce processing costs. This completed checklist is required for most projects submitted to the Development Services Department for review. The information for Part I can be obtained in person on the 2nd floor of the Development Services Center, 1222 First Avenue, or by appointment by phoning (619) 446-5300. **Part II must be completed by the applicant.**

1. Project Address: _____	Assessor Parcel Number(s): _____	Project No. (For City Use Only) _____
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Part I - To be completed by Development Services Department staff (Prior to Project Submittal)

2. Base Zone: _____	Planned District (if applicable): _____
Community Plan Name: _____	

3. Overlay Zones (check all that apply):		
<input type="checkbox"/> No overlay Zones	<input type="checkbox"/> Airport Approach	<input type="checkbox"/> Residential Tandem Parking
<input type="checkbox"/> Airport Environs	<input type="checkbox"/> Transit Area	<input type="checkbox"/> Coastal (City or State, circle one)
<input type="checkbox"/> Urban Village	<input type="checkbox"/> Coastal Height Limit	<input type="checkbox"/> Mission Trails Design District
<input type="checkbox"/> Sensitive Coastal	<input type="checkbox"/> Clairemont Mesa Height Limit	<input type="checkbox"/> Mobilehome Park
<input type="checkbox"/> Parking Impact	<input type="checkbox"/> Community Plan Implementation (CPIOZ A or B)	

4. Environmentally Sensitive Lands: Does the project site contain or is it adjacent to any site that contains any of the following Environmentally Sensitive Lands as identified in Municipal Code Section 113.0103?					
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sensitive Biologic Resources	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sensitive Coastal Bluffs
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Steep Hillside	<input type="checkbox"/> Yes	<input type="checkbox"/> No	100-year Floodplain
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Coastal Beaches			

5. Historical Resource Sensitivity: Is the site identified on the Historical Resource Sensitivity Maps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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6. Geologic Hazard Category(ies): _____	7. Within an Earthquake Fault Buffer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Researched by (City Staff name): _____	Phone No. _____	Date: _____

Following is a brief description of the items identified in Part I with references to resources that can assist you with the design of your project.

Base Zone - The base zone governs the uses permitted and the development regulations of the site. Once you have determined the base zone, refer to Land Development Code Chapter 13, Article 1, Divisions 1-6 for your property development regulations. If your zone is in a Planned District, refer to Land Development Code Chapter 10, Article 3, Divisions 1-22, and Chapter 15.

Overlay Zone - If your proposed site is within an overlay zone, it may add special regulations to the regulations of the base zone, and may also affect the type of permit/approval required. Chapter 13, Article 2, Division 1-11 of the Land Development Code provide information on each of the overlay zones.

Environmentally Sensitive Lands - See description in Part II, item 8.

Historical Resource Sensitivity - See description in Part II, item 10.

Geologic Hazard Category - The Geologic Hazard Category of the site identifies the type of geotechnical study that may be required. This study may identify considerations that must be included in the proposed development. Information on the required geotechnical report for construction permits can be found in Land Development Code Section 145.0203; the required geotechnical study for Development Permits, Subdivision Approvals and Grading Permits is identified in Information Bulletin 515.

Earthquake Fault Buffer - Earthquake Fault Buffers are designated corridors on either side of known fault lines. These corridor widths vary from 100 feet from either side of the fault in Geologic Hazard Zone 12 and 450-800 feet from either side of the fault in Geologic Hazard Zone 11. Developments that lie within these buffer zones are subject to various State and City regulations that could impact the feasibility of a proposed project. Information on the fault lines and their associated buffers can be obtained from the City of San Diego, Seismic Safety Map published in 1995. These maps are located in the Development Services Center, Customer Self-Help Area, 1222 First Avenue, 3rd Floor.

See reverse side for Part II

Part II - To be completed by applicant

8. **Environmentally Sensitive Lands** - If your proposed project site contains any of the Environmentally Sensitive Lands identified in item 4, supplemental development regulations will apply (see Section 143.0110) and a Neighborhood or Site Development Permit may be required prior to submittal for construction permits. See Section 143.0110(c) for exemptions. **Note:** If the proposed development includes off-premise grading, brush management, etc. on an adjacent premise that contains any of the Environmentally Sensitive Lands, a Neighborhood or Site Development Permit may be required.

Does the proposed project meet the exemption criteria as identified in Land Development Code Section 143.0110(c)?

☐ Yes. List which exemption applies: _____ ☐ No ☐ N/A - No environmentally sensitive lands.

9. **Redevelopment Area** - The City has 16 redevelopment project areas that total 8,000 acres. There may be specific economic benefits associated with development projects in these areas. To determine if your site is within a redevelopment area, see the Redevelopment Areas Map in the Customer Self-Help Area at the Development Services Center, visit the Redevelopment Agency web site at www.sandiego.gov/redevelopment-agency, or contact the Agency at (619) 533-4233.

Is the project site within a redevelopment area? ☐ Yes (list which one _____) ☐ No

10. Historical Resources -

Is your structure(s) a designated historical resource? ☐ Yes ☐ No

If your proposed project site is 1) not a designated historical resource, 2) is identified on the Historical Resource Sensitivity Maps and 3) involves site grading, demolition or external alteration of a structure that is 45 or more years old, the City will ask for more information to determine the need for a site-specific historical survey. If you answer "yes" to any of the questions in this section you will be required to submit more information. Please refer to the Historical Resource Regulations, Chapter 14, Article 3, Division 2 of the Land Development Code. For a complete description of the items you will need to submit refer to the Land Development Manual Project Submittal Requirements. To determine the year the structure(s) were built, see the Records Section, 2nd Floor Development Services Center, 1222 First Avenue, or call (619) 446-5200. This information may also be requested via our web site. For structures built prior to 1955, contact the County Assessor to determine the year the structure was built (619) 236-3771.

A. Are you proposing to grade the site? ☐ Yes ☐ No

B. Are you proposing to demolish or alter the exterior of an existing structure that is 45 years or older? ☐ Yes ☐ No

C. What year was the structure built? _____

11. **Prior Policy Approvals** - If your property had a prior policy approval, subdivision approval, or development permit/approval, your project must be reviewed against that prior approval for conformance or an amendment may be required. A property title search will identify any prior approval recorded against the property.

Has a policy approval, rezone, plan amendment, development permit (Conditional Use Permit, Coastal Development Permit, etc.) been previously approved for this property or is one in process?

☐ Yes (Provide the permit/resolution number(s): _____) ☐ No

12. **Hazardous Waste and Substances Statement** - Section 65962.5f of the State of California Government Code requires that before the City of San Diego accepts as complete an application for any development project, that the applicant submit a signed statement indicating whether or not the project site has been identified on the State of California Hazardous Waste and Substances Sites List. This list identifies known sites that have been subject to releases of hazardous chemicals, and is available in the Customer Self-Help Area of the Development Services Center.

Is the project site identified on the State of California Hazardous Waste and Substances Site List? ☐ Yes ☐ No

If Yes, check which list: ☐ CALSITES ☐ LTNKA ☐ WBC&D ☐ CWB-LF Date of List _____

13. **Notice of Violation** - If you have received a Notice of Violation for this site, a copy of this notice must be provided at the time of project submittal. Is there an active code enforcement violation case on this site? ☐ Yes ☐ No

14. **Applicant's Certification** - I certify that this information is correct and accurate to the best of my knowledge. I understand that the project will be distributed for review based upon the information provided. If it is determined during project review that a different approval type is required, the processing of this application may be delayed until a decision has been made on the correct approval type.

Applicant's Name (Please Print):

Signature:

Date: